

Catawba County Emergency Medical Services

EMT – Paramedic / Chief Trainer

General Statement of Duties

Responsible for the training, evaluation, and remediation of the full-time and part-time staff members assigned to a particular shift, as well as performing all of the skills and duties of an Emergency Medical Technician - Paramedic.

Distinguishing Features of the Position

An employee in this position supervises the training, evaluation, and remediation of an assigned shift. The Chief Trainer has the responsibility to coordinate with the appropriate Crew Chief and Shift Supervisor to ensure each unit is staffed with adequately trained personnel. This employee conducts investigations relating to the medical care of Catawba County Emergency Medical Services and makes recommendations to the Administration based on the findings of the investigations. For this reason, this position is an essential part of the Catawba County Emergency Medical Services Management Team. This position requires frequent contact with the public, patient, and other allied health professionals, which requires the employee to have strong personal relationship skills. Work is performed under general supervision of both the Shift Supervisor for operations and the Training Officer for training. The Chief Trainer is evaluated by observation and effectiveness of the medical care rendered by the employees.

Illustrative Examples of the Work

1. Supervises and coordinates the training of an assigned shift.
2. Performs monthly field training and evaluation for an assigned shift.
3. Performs a Scope of Practice Evaluation for each staff member on an assigned shift.
4. Performs daily reviews of Patient Care Reports.
5. Performs investigations of medical care as required by the Remediation Policy.
6. Conducts an EMS field study and produces quarterly reports to EMS Administration and the Quality Management Committee.
7. Assigns training to the Field Training Officers and manages this training.
8. Coordinates with the Crew Chiefs and Shift Supervisor to ensure appropriately trained personnel staff each unit.
9. Coordinates with the Training Officer to ensure all employees maintain training and certifications as required by the State of North Carolina OEMS and Catawba County Emergency Medical Services.
10. Attends and participates in Training Committee Meetings and Chief Trainer Meetings.
11. Cooperates with other agencies as needed.
12. Performs related work as required by the position.

Knowledge, Skills, and Abilities

1. Meets all job requirements of an Emergency Medical Technician – Paramedic with Catawba County Emergency Medical Services.
2. Considerable knowledge of the rules and regulations that govern Emergency Medical Services within the State of North Carolina.

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3. Considerable knowledge of the Catawba County Personnel Code, Catawba County Emergency Medical Services Standard Operating Guidelines, Catawba County Emergency Medical Services Field Treatment Protocols, and the Catawba County Emergency Medical Services Continuing Education Program Guidelines.
4. Considerable knowledge of the geography of Catawba County.
5. Ability to educate, evaluate, and remediate the employees of Catawba County Emergency Medical Services.
6. Ability to establish and maintain effective working relationships with peers.
7. Ability to communicate effectively, both written and verbally.

Desirable Training and Experience

1. The employee must maintain certification as an Emergency Medical Technician – Paramedic in the State of North Carolina.
2. The employee must maintain certifications as a Certified Emergency Medical Technician Level I Instructor - Paramedic in the State of North Carolina and an American Heart Institute Advanced Cardiac Life Support Instructor. *(Applicants have 1 year to complete this requirement.)*
3. The employee must have 5 consecutive years of field experience as an Emergency Medical Technician – Paramedic. Of this, at least three years must be with Catawba County Emergency Medical Services.
4. The employee must have an Associate's Degree in Emergency Medical Services or a related field (or the equivalent based on education and experience).
5. In order to apply for this position an employee must be a current member of the Catawba County Emergency Medical Services Training Committee.
6. The employee must possess a valid NC driver's license.